



EXECUTIVE DEPARTMENT

EXECUTIVE ORDER NO. KBB 2004 - 37

LOUISIANA HISTORICAL RECORDS ADVISORY BOARD

- WHEREAS,** the evaluation and re-evaluation for historical purposes of the experiences of our nation, states, communities, and societal groups are dependent on proper documentation;
- WHEREAS,** the National Historical Publications and Records Commission (hereafter “National Commission”) was created pursuant to 44 U.S.C. § 2501, *et seq.*, to cooperate with, assist, and encourage federal, state, and local agencies and non-governmental institutions, societies, and individuals in collecting, preserving, editing, and publishing documents, including the papers of outstanding citizens of the United States, that may be important for an in-depth understanding and appreciation of the history of the United States;
- WHEREAS,** through a program established under 44 U.S.C. § 2504, based on the recommendation of the National Commission, state and local agencies, nonprofit organizations, institutions, and individuals may receive grants from the Archivist of the United States for the collection, description, preservation, compilation, publication, and dissemination of records, photographs, and other materials significant to the history of the United States;
- WHEREAS,** as a prerequisite to a state’s participation in the National Commission’s grant program, the regulations of the entity which governs the National Commission, the National Archives and Records Administration, 44 U.S.C. § 2102, *et seq.*, require the state to establish a historical records advisory board, 36 C.F.R. Part 1206; and
- WHEREAS,** the interests of the citizens of the state of Louisiana would be best served by the continuation of Louisiana Historical Records Advisory Board in order to coordinate and facilitate the efforts of the historical records repositories and other informational agencies within the state in the collection, preservation, and publication of the important historical documents of this state;

NOW THEREFORE I, KATHLEEN BABINEAUX BLANCO, Governor of the state of Louisiana, by virtue of the authority vested by the Constitution and laws of the state of Louisiana, do hereby order and direct as follows:

SECTION 1: The Louisiana Historical Records Advisory Board (hereafter "Board") is reestablished within the division of archives, records management, and history, Department of State (hereafter “State Archives”).

- SECTION 2:** The duties of the Board shall include, but are not limited to, the following:
- A. Sponsoring and publishing surveys of the conditions and needs of historical records in this state;
 - B. Soliciting and/or developing proposals for historical records projects to be undertaken by institutions in this state or by the Board with grants from the National Commission;
 - C. Reviewing historical records projects proposed by institutions in this state and making recommendations thereon to the National Commission;

- D. Developing, revising, and submitting the state’s priorities for historical records projects to the National Commission in accordance with the guidelines developed by the National Commission;
- E. Promoting an understanding of the role and the value of historical records and record-keeping;
- F. Acting in an advisory capacity to State Archives and other statewide archival or records agencies; and
- G. Reviewing, through reports and otherwise, the operation and progress of projects throughout the state which have been financed, in whole or in part, by grants from the National Commission.

SECTION 3:

The Board shall consist of thirteen (13) members who shall be appointed by, and serve at the pleasure of, the governor. As much as practicable, Board members shall be broadly representative of public and private archives, records offices, and research institutions and organizations in the state. The membership of the Board shall be selected as follows:

- A. The director of State Archives, or the director’s designee;
- B. Eight (8) members with expertise in one or more of the following fields:
 - 1. Administration of government records;
 - 2. Historical records; and
 - 3. Archives;
- C. One (1) representative of the Clerk of Court Association; and
- D. Three (3) at-large members.

SECTION 4:

The director of State Archives shall chair the Board and serve as the state historical records coordinator (hereafter “coordinator”). On the recommendation of the coordinator, a deputy state historical records coordinator (hereafter “deputy coordinator”) shall be appointed by, and serve at the pleasure of, the governor. When practicable, the deputy coordinator shall be selected from the membership of the Board or the staff of the coordinator’s agency. The membership of the Board shall elect all other officers.

SECTION 5:

The duties of the coordinator shall include, but are not limited to, the following:

- A. Preparing a comprehensive written report on the Board’s activities to be submitted annually to the governor and the National Commission detailing the Board’s activities during the previous year, assessing the Board’s ongoing planning objectives, and providing all additional data and/or information necessary to comply with the National Commission’s Guidelines for State Historical Records Coordinators and State Historical Records Advisory Boards (hereafter “the National Commission’s guidelines”);
- B. Coordinating the Board’s efforts to assess and monitor the conditions and needs of historical records in the state;
- C. Serving as project director or providing administrative oversight for any grant projects carried out by the Board;
- D. Assisting the Board in developing and sustaining statewide strategic planning, including the development and maintenance of a statement of priorities for historical records programs in the state, identifying particular priorities for board action and priorities for grant funding;
- E. Soliciting and receiving applications for National Commission-funded grant projects, managing the grant review process at the state level, and forwarding rating sheets and summary recommendations to the National Commission;

- F. Providing information about National Commission grants and Board activities and priorities to institutions and individuals within the state;
- G. Serving as a liaison between the Board and the National Commission and as the initial point of contact for state and local officials and agencies on matters relating to records grants;
- H. Reviewing, upon request by the National Commission and when practicable, grant proposals from other state historical records boards and applicants from outside of the state;
- I. Fostering cooperation and communication among the historical records repositories, other information agencies within the state, and the National Commission; and
- J. Participating with other state historical records coordinators in regional and national meetings to discuss the National Commission's work and the work of the state boards, and to seek solutions to common problems.

SECTION 6: The duties of the deputy coordinator shall include, but are not limited to, assisting the coordinator in executing the coordinator's duties as defined in Section 5 of this Order, and serving as an acting coordinator at the coordinator's discretion or upon the coordinator's resignation or inability to serve.

SECTION 7: The Board shall comply with the National Commission's guidelines.

SECTION 8: The Board shall meet at regularly scheduled intervals and at the call of the chair.

SECTION 9: Support staff, facilities, and resources for the Board shall be provided by State Archives, Department of State.

- SECTION 10:**
- A. Board members shall not receive additional compensation or a per diem from the Office of the Governor for serving on the Board.
 - B. Board members who are employees or elected public officials of the state of Louisiana or a political subdivision thereof may seek reimbursement of travel expenses, in accordance with PPM 49, from their employing and/or elected department, agency and/or office.
 - C. Board members who are also members of the Louisiana Legislature may seek a per diem from the Louisiana State Senate or House of Representatives, as appropriate, for their attendance.

SECTION 11: All departments, commissions, boards, offices, entities, agencies, and officers of the state of Louisiana, or any political subdivision thereof, are authorized and directed to cooperate with the Council in implementing the provisions of this Order.

SECTION 12: This Order is effective upon signature and shall continue in effect until amended, modified, terminated, or rescinded by the governor, or terminated by operation of law.

IN WITNESS WHEREOF, I have set my hand officially and caused to be affixed the Great Seal of Louisiana, at the Capitol, in the city of Baton Rouge, on this 2nd day of September, 2004.

Kathleen Babineaux Blanco
GOVERNOR OF LOUISIANA

ATTEST BY
THE GOVERNOR

SECRETARY OF STATE